

SAMPLE RESUME

JAMES TAYLOR

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SKILLS

Native speaker English, fluent in writing and speaking Spanish
Microsoft Office Suite (Word, Excel, PowerPoint, Access), Dreamweaver, EViews

EDUCATION

Bachelor of Arts September 1999 to June 2003
University of Denver, Colorado
International Studies Major, Concentrations in Global Political Economy and International Development,
Spanish Minor

University of Cape Town, South Africa August 2001 to December 2001
Study abroad program focused on economic development in southern Africa

EXPERIENCE

Research Intern September 2002 to June 2003
Rocky Mountain Development Associates, Denver, Colorado

- Researched the effects of NAFTA on Colorado businesses, explored trade opportunities for companies wishing to expand to Latin America, prepared reports and delivered seven presentations for clients.
- Produced ten trade proposals for local firms detailing options for international expansion.

Communications Director September 2002 to June 2003
Students for Africa, University of Denver, Colorado

- Coordinated all organizational communication, edited monthly newsletter, communicated with guest speakers per quarter, collaborated with campus departments on special events, coordinated fundraising auction that raised \$10,000.
- Published nine "Africa NOW!" newsletters and brought six nationally-known speakers to campus.

Student Assistant January 2002 to June 2002
Graduate School of International Studies Student Services, University of Denver, Colorado

- Assisted director in general office operations, maintained database and office website, prepared budget reports, answered student questions.
- Provided excellent service to faculty and students.

AWARDS, HONORS, AND SCHOLARSHIPS

- Member, Sigma Iota Rho Honor Society for International Studies, University of Denver, 2003
- Presidential Scholar, University of Denver, 1999-2003